

**SCPD EMPLOYMENT FIRST OVERSIGHT COMMISSION**  
**OCTOBER 10, 2017**  
**SMYRNA REST AREA, SMYRNA**

**Present:** Lloyd Schmitz, Chair, Council on Blind/SCPD; Deb Bradl, DVI; Marissa Catalon, DDDS; Andrea Guest, DOL/DVR; Emmanuel Jenkins, DDC; Julie Petroff, DOL-Division of Industrial Affairs (DIA); Dan Madrid, DHSS; Sandy Reyes, Department of Human Resources; Laura Strmel, SJCS; Laura Waterland, DLP-CLASI; John McNeal, SCPD Support Staff; and Amber Rivard, Support Staff.

**Absent:** Paul Beane, AND; Janet Berry, BlindSight Delaware; Kathie Cherry, Governor's Advisory Council for Exceptional Citizens; Ellen Coulston, Parent; Rosanne Faust, DSAMH; Melissa Martin, Autism Delaware; Dale Matusevich, DOE; Terry Pepper (for Pat Maichle), DSHS; Ron Sarg, DCVA; and Cindy Sterling, ServiceSource/AND.

**Guests:** Representative Heffernan  
Hadey Salem, Legislative Aide to Delaware House of Representatives

**CALL TO ORDER/Introductions/Approval of September Minutes**

Lloyd called the meeting to order at 9:36 am. Everyone introduced themselves. Julie clarified that under the Present (attendees) that the Division of Industrial Affairs should be DIA and not DVI. She added that on page 4 of the September Minutes, under WIOA Federal Report that Andrea will not be able to attend the November meeting due to CSAVR Conference, but it does not affect her. Andrea stated on page 4 of the minutes that it says, "...WIOA federal data will not be reportable for an entire year." It is false and should be corrected to say, "DOL will be collecting data but will not have a year-worth of data until a year has passed." Page 1 of the minutes under Membership and Guest List says, "A representative from DVR should be changed." It will be deleted. Andrea motioned for approval of the minutes. Julie seconded the motion. The September 12<sup>th</sup> minutes were approved as amended.

**ADDITIONS OR DELETIONS TO THE AGENDA**

None

**BUSINESS**

**Draft Letter Re: Membership/Guest List/Membership Outreach Update**

Dan stated that the draft letters for membership outreach were discussed in the September meeting. He incorporated the changes in the letter and sent the changes back to John. Lloyd added that Commission members needed more time to examine the letter and had decided to set it aside until the next meeting. John stated that there are three different portions in the draft letter (Membership, Guest List and Membership Outreach). Dan had drafted a letter for Membership Outreach and Ron Sarg provided minor revisions that was discussed last meeting to polish the letter. Dan stated about two sentences in the draft letter that membership asked to clarify, "Reaching out to you because of your ability to assist in great change." The third paragraph was

clarifying that the Commission was asking individuals to participate in discussions. John stated that he will send out the revised copy of the draft letter to all the Commission members to pass it to other groups or organizations that would benefit from this Commission.

The Guest List had been discussed in the previous meeting and will be added by more organizations and groups to the list that Dan had provided. John stated that he can add the list to the membership outreach updates that people can review.

Lloyd asked Representative Heffernan if the drafted letters for membership should be distributed or wait until there is legislation passed for an updated version of the EFOC membership list. Representative Heffernan stated that the Commission should send out the letters as if the legislation had passed.

#### EFSLMP FY2018 State Application for Technical Assistance

Marissa stated that there was a September 15<sup>th</sup> deadline for obtaining a Subject Matter Expert (SME) for next year. Dan stated that he and John will be discussing after the meeting to work on the application. There are resources for the State application. In previous years, the Commission had three national SMEs for that did not come with funding. The three national SMEs came from different organizations and have done many things in the disability field. The Commission with the national SMEs usually target specific trainings, initiatives and topics to bring into the State each year. Lloyd asked if they have decided to continue where the other SME left off with the topic of capacity building or wait to make a decision. Dan clarified that the capacity building topic is being discussed and that is what the Commission had discussed with the previous SME. Capacity building is a broad topic and the Commission has to decide what to focus on (financial, staff, legislative level).

Laura Strmel asked if there has been discussion on technical assistance in seeking external funds outside of the State and Medicaid for providers that want to transform to a community-based model in terms of supported employment. Dan stated that nationally states have provided national incentive and transformation grants. The capacity of those agencies are unknown at this time on the local level. Andrea clarified that the TA (Technical Assistant) should tell the Commission how to access grant funds to provide action steps. Marissa agreed to look into seeking external funds, but said the Commission should look at capacity in different ways. Currently, DVR has an insufficient number of providers. There are individuals from DVR that are interested in integrated employment but not enough providers to assist every individual. She added that she is interested in recruiting additional providers to the State that have the ability to provide customized employment. She asked if there could be a way to improve capacity for the existing providers of employment services.

Marissa stated that the Commission should rule out the need to discuss funding in relation to helping to establish new providers in the State. The issue is not having enough resources for providers to use. Andrea added that there could be training that a contractor could set up to encourage people to start their own business and become their own provider. Lloyd asked if the Commission could work with a higher education entity. Andrea clarified that Del-Tech or UD could support the students and provide internships. Representative Heffernan stated that the State has a contract with the Master of Public Administration Program (UD) that hire interns. Lloyd

stated that the Commission should create an outline of their expectations from the training on supported employment in individuals starting their own business. Dan added the path is leaning towards operation management and focusing on the emerging economy. Andrea added that another path would be that the individual work for one of the current providers in the State. Discussion was made on Workforce Development receiving money to assist individuals in Philadelphia and Saint John's in Philadelphia has been tapping into the funding in Workforce Development to assist people in supported employment.

### Representative Heffernan's Recommendations for Next Steps

Representative Heffernan provided her recommendations for changing the legislation. She had discussed with John McNeal and Andrew Guest in changing membership requirements to add a few members. The legislation says that Commission membership include a person with a disability, but that they not be a State employee. Another change was to add a member of the Department of Human Resources (DHR). Lloyd asked about the Representation from the Speaker of the House and the others to change it to a recommendation from the Commission instead of a political appointment. Representative Heffernan stated that the Commission could word it as to say, "As a recommendation from the Commission and the Speaker of the House and Senate or Representation of appointed individual." Lloyd stated the concern of the Commission with the Representatives or Speakers of the House and Senate appoint someone from their district. The Commission wants to appoint the positions to an individual that has an experience with people with disability and have a relationship with competitive employment. Representative Heffernan suggested the following wording: "The appointed is recommended by the Commission that fulfills the requirements needed..." The Commission will write down all the changes they want in the legislation and Representative Heffernan, along with the other legislators, will clarify it into the right format.

### Moving Forward

Lloyd asked where the Commission would like to go from here. Marissa spoke about Career Pathways that are continually added and Disability Studies (individuals in housing, mental health, etc.). Laura Strmel added if the Commission is looking at SMEs for next year, she asked if the ones they have worked with would be able to lend their expertise. Dan commented that Corey Smith assisted in aligning the SMEs with what the goals are for the Commission (i.e, Commission will need three new providers by the end of next year). Andrea suggested that George could assist with developing training for people hired by employers or in supported employment. John suggested that after the meeting that he, Marissa, Andrea and Dan meet on what are the primary objectives for the group. Marissa and Andrea clarified that the issue among DDDS and DVR is that is a limited number of providers and individuals seeking employment are put on a waiting list. Laura Waterland stated that another primary objective would be to focus on innovated practices and what services the practices provide for individuals. She asked if the ratio from staff to client depends on the severity of the disability. Laura Strmel stated that it depends on the support needed, but one employment specialist can only handle up to five people for supported employment. It is frustrating for the families of the individual with disabilities to wait for assistance due to low staffing. There was discussion on communicating with Elwyn and Chimes on sheltered employment, supported employment and providers with different contracts.

Laura Strmel commented that most employment service staff want to send individuals to sheltered workshops because they do not have time to send their staff to training. There was discussion on updating the model for the services that provide sheltered workshops phasing out and that providers are needed.

Lloyd asked if the Commission would want to create a bullet list of objectives/goals and expectations, when the SME comes on board in November, it would be helpful to be more organized as a Commission. Dan commented that it is required in the application to provide a list of goals and expectations for the SME. He added that it would help to discuss with their employment workgroup what steps need to be done and strategies such as developing a training platform on both the business and human side, sales development, etc. When developing training, there are many things to research. Andrea stated that there was legislation introduced by Representative Harper from Massachusetts called “Time Act” that transitions individuals into meaningful employment. It is being revised again. She suggested that the Commission look into that legislation. Lloyd stated that as the Commission plans their path forward that the main focus should be on building capacity in order to supply the public with employment opportunities and next would be to eliminate subminimum wage in Delaware. He suggested that the Commission supply a proposal to eliminate subminimum wages effective in 2020 or 2021.

Representative Heffernan suggested that the Commission suggest ways for phasing it in or tying it into capacity building. She also suggested that if they change the way the membership is addresses so that the Commission recommends people, elected officials will still feel like they picked by the Commission offering two choices. John added that the Commission send out a resume to the elected officials on who is interested in serving on the Commission. Laura Strmel asked if there was anyone representing the private business sector. Lloyd stated that it was not in the original creation of the membership list. John clarified from a previous meeting on discussion of the membership and who should be represented at the meetings. Lloyd suggested that they make an Advisory Board to the Commission and not put the private business sector as official members. An Advisory Board could boost up the number of people attending meetings.

#### Update of Employment First Analysis Report (May 10, 2017)

Lloyd briefed the Commission that there has been discussion on the Report. He stated that the Commission should decide what the final outcome will be from this report. Dan stated the Report is still a draft document in circulation and the Commission had provided data and recommendations incorporated into the draft. The document includes information that may be involved in future pieces of legislation or if anyone wants to use the report for any supported data around legislation. It also includes local and national information for the updated employment. Lloyd asked if any of the Commission members had thoughts or suggestions on the Report.

Lloyd stated that he thought of one of the non-profit organizations had comments to be added. Dan commented that the Commission never voted on the draft, but had suggested separating providers’ public comments and remove it from the Appendices into a second comment. Pat had volunteered to assist Dan in creating the second document. Marissa commented that it relied heavily on what the Commission did last year that involved research in pulling information that

related to Employment First. Lloyd asked if the WIOA numbers will be finalized for the year or federal year from Andrea that will tie into the Report. Andrea stated that it will be the first quarter numbers that will be submitted by December. She added that it involves lots of information that tracks every individuals' wages and credentialing. Lloyd stated that the Report be resent to the members of the Commission for review. The members will come to a decision on the report at the next meeting. The data in the report is a year old and a member suggested that the data in the report be updated.

### **OTHER BUSINESS**

None

### **ANNOUNCEMENTS**

Lloyd had sent an email about a conference that will happen in Pennsylvania on December 6<sup>th</sup> and asked if Delaware could do it for downstate and upstate (Disability Employment and Empowerment Summit). Andrea stated that DVR will be looking into it. John added that there should be a Planning Committee to divide up the cost and that it takes a lot of work to have a summit in both downstate and upstate. Andrea suggested the Commission should consider attending the summit in Pennsylvania and see how they organized it and then how to modify it for Delaware. Representative Heffernan suggested the Commission reach out to Senator Coons' or Carpers' Office to see if either of them want to attend a meeting that will discuss information that will be gathered from individuals interested in attending the summit in Pennsylvania.

There will be a Supported Employment portion to the LIFE Conference on January 24, 2018 presented by Saint John's Community Services at Dover Downs.

### **ADJOURNMENT**

Meeting was adjourned at 11:25 am.

Respectfully submitted,

Amber Rivard  
Administrative Specialist